

**Instructions for Completing GAX Non-Employee Expenses
and Substitute W 9/Vendor Update Form**

Substitute W 9/Vendor Update Form

1. Complete highlighted areas in Box A
 - a. Most will complete this area as an individual
2. The information provided on this form should be the same information you are providing on the Non-Employee Travel form.
3. Sign, date & attach to your GAX (NON-EMP) form.

GAX Non-Employee Expenses

1. Complete highlighted areas on the form
2. Provide complete name & address and make sure it matches the information on the W-9
3. Dates & Times of Travel
 - a. Be sure to enter the date of travel, the time you left to attend this event & from where you left
 - b. Expenses related to the day should be recorded on the same line.
 - c. If you are commuting, then you need to record your returned time.
4. Record your round-trip mileage.
5. Multiply your trip mileage times \$.39 & record the total charge.
6. Meals: You may be eligible for the reimbursement of meals purchased in relationship to this training depending on the following conditions:
 - a. **You are not within the county of your work-domicile or the city of your place of residence.** You may be eligible for Lunch up to \$8.00.Record the actual cost of the meals & the actual total.
7. Total the columns & record the document total.
8. **Record your social security number in the signature block and in the vendor code box.**
9. **Sign & date the form in ink.**
10. On the bottom of the form record your expenditures according to the line item and total. The total should match the above Document Total.
11. Turn in your GAX (NON-EMP) form and the W/9Vendor Update Form **before** you leave the training site.

If there is no DHS representative at your site to collect your claim & attendance, please mail your claim, W-9 & attendance to:

Mary Jo Beckman
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Hoover Building
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